



# Foreign Affairs Manual

## 12 FAM — Diplomatic Security

**Change Transmittal:** DS-179

**Date:** June 12, 2012

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## 12 FAM 040 DIPLOMATIC SECURITY FITNESS PROGRAMS

### Changes

1. This Change Transmittal issues the following revisions to **12 FAM 040**, particularly the relocation of the 3 FAM 4190 contents to 12 FAM 040:
  - **12 FAM 041.2, Purpose and Applicability:** This policy establishes a Physical Fitness Program to ensure that Diplomatic Security Service (DSS) special agents and criminal investigators are prepared to carry out all of their official responsibilities.
  - **12 FAM 042, Responsibilities:** The DSS Director determines whether an employee should be ordered to undergo a fitness-for-duty evaluation (FFDE). MED is responsible for scheduling, administering, and arranging all FFDEs, in accordance with the Physical Fitness Program policy.
  - **12 FAM 045, Ordering a Fitness-for-Duty (FFDE) Evaluation:** To assist in determining the continuing mental and emotional fitness of personnel whose duties require the use of special protective equipment (SPE), all supervisory employees should be alert to any indication that an employee may require an FFDE.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in these subchapters is DS/DSS.

Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

### Crosswalk

#### 3 FAM 4910 to 12 FAM 040

Original		Changed To	
3 FAM 4910	Fitness for Duty Requirements for Law Enforcement/Security Personnel in The Bureau of Diplomatic Security (DS)	12 FAM 040 DS	Fitness Programs (Renamed from Physical Fitness Programs for Special Agents in the Diplomatic Security Service)
3 FAM 4911	Overview	12 FAM 041	Overview (Renamed from Authority)
3 FAM 4911.1	Purpose	12 FAM 041.2	Purpose and Applicability
3 FAM 4911.2	Authorities	12 FAM 041.1	Authorities
3 FAM 4911.3	Definitions Applicable to this Subchapter	12 FAM 041.3	Definitions
3 FAM 4912	Responsible Parties	12 FAM 042	Responsibilities
3 FAM 4913	Ordering A Fitness-for-Duty (FFDE) Evaluation	12 FAM 045	Ordering A Fitness-for-Duty (FFDE) Evaluation
3 FAM 4913.1	Criteria	12 FAM 045.1	Criteria for an FFDE
3 FAM 4913.2	Reporting Requirements	12 FAM 045.2	Reporting Requirement for Observed Fitness Problems
3 FAM 4913.3	Relief from Duty/Surrender of Special Protective Equipment (SPE) Pending Order	12 FAM 045.3	Relief from Duty/Surrender of SPE Pending Order
3 FAM 4913.4	Order for the Evaluation	12 FAM 045.4	Order for the Evaluation
3 FAM 4913.5	Requirements for the Individuals Conducting the Fitness-for-Duty Evaluation (FFDE)	12 FAM 045.5	Requirements for the Individuals Conducting the FFDE

<b>Original</b>		<b>Changed To</b>	
3 FAM 4913.6	Scope of Individual(s) Conducting the Fitness-for-Duty (FFDE) Report	12 FAM 045.6	Scope of Individual(s) Conducting the FFDE Report
3 FAM 3914	Response to Fitness-for-Duty Evaluation (FFDE) Report	12 FAM 046	Response to FFDE Report
3 FAM 4914.1	Personnel Allowed to Access Fitness-for-Duty Evaluation (FFDE) Report	12 FAM 046.1	Personnel Allowed to Access the FFDE Report
3 FAM 4914.2	Decisions Based on Fitness-for-Duty Evaluation (FFDE) Report	12 FAM 046.2	Decisions Based on the FFDE Report
3 FAM 4914.3	Permanent/Long-Term Restriction from Duties Requiring Special Protective Equipment (SPE) Use	12 FAM 046.3	Permanent/Long-Term Restriction from Duties Requiring SPE Use
3 FAM 4914.4	Impact on Disciplinary and Other Proceedings	12 FAM 046.4	Impact on Disciplinary and Other Proceedings
3 FAM 4915	Record-Keeping Requirements	12 FAM 047	Record-Keeping Requirements
3 FAM 4915.1	General	12 FAM 047.1	General
3 FAM 4915.2	Confidentiality and Disclosure	12 FAM 047.2	Confidentiality and Disclosure of FFDEs
3 FAM 4916 through 4919 Unassigned		12 FAM 048 – 049 Unassigned	
<b>12 FAM 040</b>		<b>Internal Crosswalk</b>	
12 FAM 042	Purpose	12 FAM 041.2	Purpose and Applicability
12 FAM 044	Physical Fitness Testing Requirement	12 FAM 043.1	Physical Fitness Testing Requirement
12 FAM 045	Responsibilities	12 FAM 042	Responsibilities
12 FAM 046	Physical Fitness Testing and Standards	12 FAM 043.2	Physical Fitness Testing and Standards

<b>Original</b>		<b>Changed To</b>	
12 FAM 046.1	Testing	12 FAM 043.2-1	Testing
12 FAM 046.2	Physical Fitness Tests (PFT) Standards	12 FAM 043.2-2	Physical Fitness Tests (PFT) Standards
12 FAM 047	Physical Fitness Testing Waivers	12 FAM 043.2-3	Physical Fitness Testing Waivers
12 FAM 047.1	Medical Waivers	—	—
12 FAM 048	Participation in an Exercise Program	12 FAM 044	Participation in an Exercise Program
12 FAM 048.1	Authorized Time Allowed	12 FAM 044.1	Authorized Time Allowed
12 FAM 048.2	Injuries	12 FAM 044.2	Injuries

## **Filing Instructions (Paper Copies)**

1. Remove and discard the old 12 FAM 40 (TL:DS-144; 03-20-2009) and insert the new 12 FAM 40 (CT:DS-179; 06-12-2012).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:DS-179 and initial.

## **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.